

**ROUND ROCK INDEPENDENT SCHOOL DISTRICT**  
**ADMINISTRATIVE PERFORMANCE ASSESSMENT: FACILITATOR**  
(Use your TAB key to move between entry areas. Complete shaded gray box areas)

Name:

Dept:

EIN:

Date:

The following scale will be used to rate each of the eight assessment areas:

- 3 The employee has demonstrated exemplary competence in work performance.
- 2 The employee has demonstrated competence in work performance.
- 1 The employee has not demonstrated competence in work performance.

### 1.0 Leadership

- works with key stakeholders in establishing vision and mission statements
- uses quality improvement principles
- demonstrates knowledge about best practices
- monitors and communicates progress toward goals
- sets professional goals for personal improvement
- participates as requested in district, state, and/or federal initiatives
- contributes to district professional development initiatives
- assists new administrative staff, and disseminates ideas and information to other professionals in various formats

Additional Considerations and/or Artifacts:

- Role on the campus leadership team
- Role in the development of the Campus Improvement Plan
- Leadership role among the ITS's
- Role in the development of the Department Improvement Plan
- Leadership opportunities beyond the campus level
- Personal learning opportunities leading to individual leadership growth in earned credibility, effectiveness, and knowledge of trends in technology
- Model exemplary instructional strategies during campus/district meetings
- Recommendations guiding leadership decisions

## 2.0 Strategic Planning

- **works with staff and other stakeholders to develop action plans and accomplish goals aligned to the needs of customers**
- **aligns individual goals to district goals**
- **reviews current research and professional literature to guide decision-making and practices**
- **demonstrates the ability to deal with and promote change related to improved practices**

Additional Considerations and/or Artifacts:

- Professional development offered on your campus(es)
- Technology integration goals for each grade level/subject area (short term)
- Campus Technology Plan (long range)
- Supported TA TEKS integration and alignment (ARRC) as defined by the Instructional Technology Improvement Plan

## 3.0 Customer and Stakeholder Focus

- **works to build a positive relationship with customers**
- **displays awareness of stakeholder needs and works collaboratively with stakeholders, customers, and staff to accommodate these needs**
- **initiates and supports safe, secure and nurturing work environment**
- **facilitates staff involvement in decision-making**
- **monitors customer and stakeholder satisfaction**

Additional Considerations and/or Artifacts:

- Teacher websites monitored and supported
- School website converted to asp, compliant with all RRISD standards
- Supported community events

## 4.0 Information and Analysis

- **collects assessment/survey data aligned with district goals**
- **analyzes and uses data for decision-making and process improvement**
- **uses data to compare group performance to other district, state and national groups**

Additional Considerations and/or Artifacts:

- STaR Chart data collected, analyzed, and acted upon
- Collected and analyzed data to increase student achievement
- Supported at-risk student programs and initiatives (dropout recovery, credit recovery, etc.)

## 5.0 Staff Focus

- **creates a work environment for staff to promote goal achievement**
- **trains and educates staff to continually improve processes**
- **monitors the level of staff involvement, well being and satisfaction**
- **displays awareness of individual's self-worth and appreciation for cultural awareness**
- **facilitates effective resolution of conflicts in a timely fashion**

Additional Considerations and/or Artifacts:

- Recognition of staff members for exemplary technology integration
- Production and support of audio and video
- Relationships with other district departments (IS, MIS, PD, Assessment, Rtl, Sped, ESL, Bilingual, collaborative teachers, instructional coaches, etc.)

## 6.0 Management of Processes

- **uses the performance appraisal cycle to improve processes**
- **uses quality tools to monitor and improve processes**
- **uses resources efficiently and effectively**
- **emphasizes and uses effective communication with stakeholders, customers, and staff**
- **uses a + /  $\Delta$  feedback system to evaluate work and make improvements**
- **complies with district, state, and federal laws, policies, and regulations**
- **submits reports promptly and accurately**

Additional Considerations and/or Artifacts:

- Supported, modeled, and enforced District AUP
- Managed computer hardware and software inventory
- Managed network
- Managed budget expenditures and tracked results for maximum return on investment
- System for stakeholder feedback (surveys, polls, etc. for ITS performance)

## 7.0 Team Results

- **performance is improving compared to past performance**
- **performance is improving compared to similar groups/teams**

Additional Considerations and/or Artifacts:

- Campus accomplishments that you influenced.
- Personal accomplishments

## 8.0 Additional Responsibilities

- **Specific: completes the following responsibilities in a timely and effective manner:**



Additional Considerations and/or Artifacts:

- Other (strengths, accomplishments, etc. not covered in previous categories)

### **Facilitator Action Plan**

Upon analyzing the results of the facilitator performance assessment, the following key strengths and key opportunities for improvement have been identified:

<b>+ Key Strengths</b>	<b>Δ Key Opportunities for Improvement</b>

The following actions will be taken to improve unit processes:

*Please print form and provide hand-written signatures.*

\_\_\_\_\_  
Signature of Employee\*      Date

\_\_\_\_\_  
Signature of Supervisor      Date

\*Signature does not necessarily signify concurrence but rather that the evaluation was reviewed with the employee.